
**Erie County Technical School
Director's Report
May 2014**

“Good Writing Reflects Good Thinking”

Professional Development Assessment

The principal and director have completed an end-of-year assessment for all faculty members—28 in total. The administrators used web-based, electronic versions of performance reviews in the conferences. A total of 95 elements make-up the professional assessment. The elements fall into four domains. Performance measures used in the end-of-year assessment included observations, professional portfolios, faculty self-assessments, laboratory safety audits, grading system audits, curriculum audits, and day-to-day responsibilities. Overall, we can commend our faculty for a very ‘proficient’ performance in 2013-2014.

Preparations for the end-of-year performance assessment conferences include the review of a professional portfolio of each faculty member. It takes about one hour to review and rate a portfolio. On average, it takes between one and one-and-one-half hours to compile the end-of-year rating form. The conferences were scheduled for 45 minutes each. All totaled, about 3 hours was spent on each faculty member for their annual performance assessment.

The end-of-year conferences this year had a very positive feeling. Faculty members were able to review the assessment instrument prior to the conference. The rating system of failing, needs improvement, proficient and distinguished also enhanced the discussions between faculty member and administrator. The portfolio, which accounts for over 25% of a faculty member’s performance rating, allows a faculty member to have a significant influence over their end-of-year assessment. We also discussed the new PDE rating system scheduled to start at ECTS in 2014-2015.

Recycling

With a change to Waste Management as our garbage disposal contractor, they are providing some service to enhance our recycling efforts. Initially, they are going to help us determine whether we are effectively using the waste streams—garbage in garbage and good recyclables in the recycling. That information will help us plan over the summer to improve our efforts and efficiency in this area.

Campus Safety

We are currently working with the Protection Institute on the development of the campus Learning Management System. This system allows safety training by position and location. This was one of the unique services made available by PI as we selected a vendor to assist with our school safety planning.

Business Office Services

The transition to Paul Fritz as the interim business manager was gone very smoothly. Access to banking accounts went quickly. He seems to have access to all of the appropriate files on our network. It will be interesting as we prepare the agendas for the board meeting and the foundation meeting.

Other Activities this Month

Other items the director has been working on in late March and early April include:

1. Monitoring the recycling program
2. Preparations for the annual 8th Grade Career Readiness Survey administered by Erie Together and Career Street

Director's Travel and Meetings

The director's recent and scheduled meetings include:

- ❖ *Knox Law Symposium*; Ambassador Conference Center; April 29
- ❖ *Professional Advisory Council*; ECTS; May 2; last monthly meeting with superintendents
- ❖ *Waste Management Meeting*; ECTS; May 6; with Del VonVolkenberg; to discuss next garbage contract and recycling
- ❖ *End-of-Year Professional Assessments*; ECTS; May 7, 8 and 9
- ❖ *Workforce Investment Board*; Meadville; May 13; first meeting of reformulated board
- ❖ *Corry Personnel Group*; Corry; May 29; with Jennifer Nygaard Pontzer; Career Street presentation to personnel managers in Corry-area businesses